

<p style="text-align: center;"><b>Village of Ephraim Position Description</b></p>
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Date of Issue/Revision 1/1/2021

**Department:** General/Wastewater

**Title:** Clerical Assistant/Deputy Clerk/Utility Clerk

**Status:** Hired, full-time hourly

**Accountable to:** Administrator and Clerk

**Function:** **Assisting Office Staff in office administrative duties, acting for Clerk when Clerk unable to perform duties**

**Primary Job Duties**

1. Answering telephones, assisting callers with general inquiries.
2. Greeting and announcing visitors and answering routine questions.
3. Provide callers and visitors with office documents as requested.
4. Updating existing Village Ordinances and conversion to computer medium for public and office use; send out Village Ordinances for public reference upon request.
5. General secretarial/clerical duties, including help with form letter and large mailings, reproduction and organization of packets for meeting mailings.
7. Maintain Village Website, including all writing, graphics, layout and design. Frequent monitoring of site to ensure pertinent information is provided for residents and visitors alike. Develop new site services. Liaison for office with website host. Collect statistical data on site use.
8. All Invoicing for Fire-Service, Non-Compliance Fees, Special Services, **Water Lab fees** and plowing fees; responsible for follow-up collection notices of billings sent.
9. Coordination with assigned vendors for special services to the Village.
10. Generate quarterly sewer bills, enter all sewer payments into accounting software including monthly hauler billings and receipts.
11. Development and production of special brochures and public handouts.
12. Take and distribute meeting minutes for Board/Plan, committees and public copies.
13. Maintain a system for the organization of all files and zoning files, including documentation of all items sent to older storage files.
14. Assist Clerk with elections, postings and other Clerk duties as needed.
15. Maintenance of department databases including updating of addresses/tax parcel information in computer.
16. Coordinate special events, including catering, invitations, and collections of fees.
17. Receive, collate and provide statistical information for public surveys as directed.
18. Attendance at special in-service programs or training as deemed necessary for position.

19. Enter coded bills for payment in accounting software; follow up on questions in billing, lost invoices, etc.
20. Update information in Access database.
21. Coordinate Village newsletter and mailing.
22. Clerical projects as directed.

### **Ancillary Job Duties**

1. Ordering of janitorial and office supplies for all departments as requested.
2. Copies of ordinance changes for Board/Plan, and all requesting committees.
3. Picking up/dropping off the mail.
4. Posting agendas, ordinances and other legal notices.

### **Minimum Qualifications**

1. U.S. citizen with a valid driver's license
2. Possess a high school diploma or equivalent, preferred associate degree in office management or similar desired
3. The ability to work well with the public is essential
4. Proficient computer skills are necessary - Windows XP, Word for Windows, Excel, Access
5. Experience in computer graphics is needed for designing of brochures and handouts, Village newsletters and Design skills
6. Proficiency on the internet is important, with past experience with website skills design software such as Front Page or Visual Studio
7. Must have excellent communication and organizational skills

This is general office work requiring the lifting up to 40 lbs or exerting up to 40 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.